



Division of Criminal Justice Police Training Commission

AGENCY TRAINING RESPONSIBILITIES MANUAL

July 1, 2002



**New Jersey Department of Law & Public Safety
Division of Criminal Justice**

TABLE OF CONTENTS

<u>STATUTORY REQUIREMENTS</u>	<u>PAGE</u>
POLICE TRAINING ACT (<u>N.J.S.A. 52:17B-66 et seq.</u>)	1
Law Enforcement Positions Covered by Act	1
Mandatory Training Prerequisite for Permanent Appointment	1
Time Requirements for Completion of Training	1
Time Requirements for Campus Police	2
Failure to Complete Training within Period Prescribed by Statute	2
Extension of Training Time	3
Certification Requirements	3
GUN CONTROL LAW <u>N.J.S.A. 2C:39-6j</u>	3
Training Requirements	3
Basic Firearms Course	4
<u>POLICE TRAINING COMMISSION COURSE REQUIREMENTS</u>	5
General Requirements for Admission into a Basic Course	5
-- Background Investigations	6
-- Medical Screening	6
-- Agency Training	7
Waiver of Training for an Individual with Prior Police Training	7
-- Individual Successfully Completed Basic Course for Police Officers in New Jersey	8
-- Individual Successfully Completed Police Officer Training in Another State	8
-- Individual Successfully Completed Basic Course for Class Two Special Law Enforcement Officers	8

POLICE TRAINING COMMISSION COURSE REQUIREMENTS (con'td)

Requirements Regarding Firearms Training	9
-- Firearms	9
-- Ammunition	9
-- Equipment	9
Training Fees	9
Drug Testing Standards	9
Trainee Withdrawal/Absence	9
-- Agency Withdrawal of Officer from Basic Course	9
-- Absence of Officer from a Basic Course	9
Conduct of Individuals Undergoing Training	9
Dismissal or Suspension from School	10
Trainee Dismissal -- Options Available	10
Training Credit	11
Alternate Route Basic Course for Police Officers	11
<u>SPECIAL LAW ENFORCEMENT OFFICERS' ACT</u> (N.J.S.A. 40A:14-146.8 <u>et seq.</u>)	12
Definition of a Special Law Enforcement Officer	12
Classes of Special Law Enforcement Officers	12
Dual Appointments Prohibited	12
Mandatory Training Prerequisite to Commencement of Duties	12
Uniform Insignia	13
<u>COUNTY SHERIFFS' EMPLOYEES</u> (N.J.S.A. 40A:9-117 <u>et seq.</u>)	14

ATTACHMENTS

1. Request for Waiver of Out-of-State Training (PTC-15)
Request for Waiver of Training--Special to Regular/Campus Police (PTC-15A)
2. Medical Screening Process
 - o Description of Medical Screening Process
 - o Letter to Prospective Trainee
 - o Health History Statement (PTC-7)
 - o Letter to Physician
 - o Medical Certification Form (PTC-8)
3. Trainee Record Cards
 - Basic Course for Police Officers (PTC-3)
 - Basic Course for Special Law Enforcement Officers (PTC-3A)
4. Model Agency Training Records

STATUTORY REQUIREMENTS

POLICE TRAINING ACT (N.J.S.A. 52:17B-66 et seq.)

Law Enforcement Positions Covered by Act

The provisions of the Police Training Act apply to the following police positions:

- o Municipal Police Officers
- o County Police Officers
- o County Park Police Officers
- o Campus Police Officers
- o Sheriffs' Officers
- o Select State Law Enforcement Officers

This act covers not only individuals entering police positions for the first time, but also those individuals in the following categories:

- o Former Law Enforcement officers who have terminated their service with a law enforcement agency and subsequently are reappointed by that agency.
- o Law Enforcement officers who have left a law enforcement agency and are subsequently appointed by another law enforcement agency.

Mandatory Training Prerequisite for Permanent Appointment

The Police Training Act provides ". . . that no person shall hereafter be given or accept a permanent appointment as a police officer unless such person has successfully completed a police training course at an approved school. . . ." An appointee to a law enforcement agency therefore cannot secure permanent appointment unless he or she successfully completes the commission-required basic course.

Time Requirements for Completion of Training

According to the Police Training Act, the appointing authority has the obligation to ensure that an individual covered by the act:

1. Completes the required training within one year of the date of initial appointment.

OR

2. Commences, or is scheduled to commence, the required training within one year of the date of initial appointment. The training must be completed within 18 months after the initial appointment date.

An exception to the time elements cited above concerns county police officers. N.J.S.A. 40A:14-106.2 declares:

All county police departments granted general authority shall provide the same training for their officers as is provided for regular municipal police officers, and no county police officer shall operate under a grant of general authority unless and until he or she has received such training [emphasis added].

Time Requirements for Campus Police

According to the Police Training Act and N.J.S.A. 18A:6-4.4, the governing body of the institution of learning has the obligation to ensure that a campus police officer appointed and commissioned in accordance with N.J.S.A. 18A:6-4.2 through 4.4 completes the required training within one year of the date of his or her commission.

To attend a commission-approved school, an individual designated as a campus police officer by the governing body of an institution of learning must be commissioned in accordance with N.J.S.A. 18A:6-4.3. The practice of commissioning campus police officers subsequent to their successful completion of the Basic Course for Police Officers is not consistent with N.J.S.A. 18A:6-4.4. Consequently, an individual who has not yet received a commission must be approved for entry into a commission-approved course in advance in accordance with Commission Rule N.J.A.C. 13:1-8.3. The appropriate official representing the institution of learning shall forward a letter to the Police Training Commission requesting permission to enroll the individual in a basic course and indicating the reason why a commission has not yet been issued. The letter should also include: (1) the status and results of the background investigation, medical screening, and agency training component; (2) the estimated amount of time that will be needed to issue the commission; and (3) the school where training is sought and the starting date of the course.

Failure to Complete Training Within Period Prescribed by Statute

It is extremely important that a Law Enforcement officer successfully complete his or her training within the time period prescribed in the Police Training Act. The Police Training Commission has been advised by the Attorney General's Office that a law enforcement officer who does not complete training within the prescribed statutory period does not possess any of the powers, privileges, or immunities of a law enforcement officer once the statutory time period has expired.

The Police Training Commission recommends that the appointing authority ensure that a law enforcement officer is trained before the officer is permitted to exercise the powers and duties of that office.

Extension of Training Time

The Police Training Act empowers the commission to extend the time for completion of the commission-required basic course upon a finding ". . . that health, extraordinary workload or other factors have, singular or in combination, effected a delay in the satisfactory completion. . . ." of the course. An appointing authority that seeks an extension of training time, because of one or more of the circumstances cited above, must send a PTC-28 Form to the commission setting forth the reason(s) for seeking the extension. A completed PTC-28 Form must be received by the commission before the time requirements for completion of training have passed. Failure to notify the commission in a timely fashion will result in a violation of the act. You can download the form from the Police Training Commission website, WWW.NJPTC.ORG, as needed.

Certification Requirements

N.J.A.C. 13:1-5.1 Certification requirements; basic courses

(a) A trainee shall be eligible for certification when the school director affirms that:

1. The trainee has achieved the minimum requirements set forth in the basic course applicable to his or her appointment and has demonstrated an acceptable degree of proficiency in the performance objectives contained in the particular basic course;
2. The trainee has participated in no less than 90 percent of the total instructional time assigned to those performance objectives designated by the Commission; and
3. The trainee has successfully completed the training required by the Commission to be conducted by the employing law enforcement agency.

GUN CONTROL LAW N.J.S.A. 2C:39-6j

Training Requirements

The Gun Control Law provides for persons occupying several law enforcement titles the authority to carry firearms. However, these law enforcement officers "... shall not possess or carry a firearm until the person has satisfactorily completed a firearms training course [approved by the Police Training Commission] ..." N.J.S.A. 2C:39-6j.

Thus, even though the Police Training Act permits an appointing authority an extended period of time within which basic training must be completed by a police officer, the Gun Control Law prohibits a police officer from possessing or carrying a firearm until certain commission-required training is completed. Class Two Special Law Enforcement Officers, however, are not permitted to work or carry firearms until they have completed all commission training requirements.

Basic Firearms Course

The commission has promulgated a Basic Firearms Course that satisfies commission training requirements under the Gun Control Law. An appointing authority can enroll an officer in this course so that, at the completion of this training, the officer may carry a weapon prior to the officer's enrollment in the Basic Course for Police Officers. The Commission, however, **strongly recommends** that an officer be completely trained before the officer exercises the powers and duties of that office.

POLICE TRAINING COMMISSION COURSE REQUIREMENTS

General Requirements for Admission into a Basic Course

The Police Training Commission has promulgated two rules concerning the responsibilities of the law enforcement agency prior to enrolling an individual at a commission-approved school. These rules are as follows:

N.J.A.C. 13:1-8.1 Certification required prior to acceptance of trainees into a basic course

(a) Prior to the acceptance of a trainee into a basic course, the chief police officer or chief executive officer of the employing law enforcement agency shall certify by completing a trainee record card issued by the Commission that:

1. With respect to police officers as defined by this chapter, the appointing authority has complied with the provisions of N.J.S.A. 52:17B-68.1 and 69 and 18A:6-4.4 including, but not limited to, the following:
 - I. The individual has received a probationary appointment; and
 - ii. The individual has been granted a leave of absence with pay during the period of the police training course;
2. With respect to special law enforcement officers, the local unit has complied with the provisions of N.J.S.A. 40A:14-146.8 et seq. concerning the appointment of the individual;
3. The employing law enforcement agency has fingerprinted the individual and sent copies of the fingerprints to the Division of State Police and the Federal Bureau of Investigation in order to ascertain whether the individual has been convicted of an offense which would disqualify him or her from appointment as a police officer. The results obtained from the Division of State Police and the Federal Bureau of Investigation shall be made known to the appointing authority;
4. The employing law enforcement agency has conducted a pre-employment or background investigation of the individual to ascertain his or her character, fitness and eligibility to be permanently appointed as a police officer. The results of the pre-employment or background investigation shall be made known to the appointing authority;
5. The individual has undergone a medical examination by a licensed physician to determine if the individual is medically fit to undergo training. The physician shall state, on a form prescribed by the Commission, whether the individual is medically fit to undergo the training for which the individual is enrolled; and
6. The individual has received training at the employing law enforcement agency in those performance objectives designated by the Commission.

N.J.A.C. 13:1-8.2 Notification to school director

An appropriate official from the employing law enforcement agency seeking to enroll an individual in a Basic Course shall notify the school director in writing, 10 days prior to the commencement of the course, that the agency has complied with its responsibilities as provided in this subchapter. In the event an agency is unable to comply with this section, the agency shall forward a written request to the Commission for an extension of time and shall indicate the reason(s) for the request. Failure to comply with respect to this notification may result in the affected individual being denied admittance into the basic course.

Background Investigations

A background investigation must be conducted on any applicant seeking admission into the Basic Course for Police Officers. Commission Rule N.J.A.C. 13:1-8.2 specifies that the appropriate official must notify the school director that this background investigation requirement has been accomplished.

Note: Campus Police Officers - The provisions of N.J.S.A. 18A:6-4.3 require either the State Police, or the Chief of Police, if the institution is located in only one municipality, to conduct the background investigation. If an agency is unable to comply with the requirement, the appropriate official representing the institution of learning shall forward a letter to the Police Training Commission for an extension of time to fulfill the requirement.

The letter shall include the following:

- (1) the reason(s) for the request;
- (2) the results of the NCIC/SCIC check for the applicant;
- (3) the date the application required by N.J.S.A. 18A:6-4.3 was submitted either to the State Police or Chief of Police of the applicable municipality;
- (4) the agency conducting the background investigation;
- (5) the estimated amount of time needed to complete the background investigation; and
- (6) the school where training is sought and the starting date of the course.

If the background investigation, as required by N.J.S.A. 18A:6-4.3, has not yet been accomplished for the individual who also lacks a commission, the letter requesting permission to enroll the individual in a basic course required by N.J.A.C. 13:1-8.3 must also contain a request to relax the requirement for the background investigation to be completed.

Note: Individuals who fulfill campus security functions and are not appointed and commissioned in accordance with N.J.S.A. 18A:6-4.2 through 4.4 are not covered by the Police Training Act and are not permitted to attend the Basic Course for Police Officers.

Medical Screening

While the appointing authority may require medical screening for other purposes, the Police Training Commission requires individuals seeking admission into commission-approved schools to undergo a medical examination to determine medical fitness to participate in training. The medical examination must be administered by a licensed physician no more than 90 days before the individual commences training.

A description of the commission's medical screening process including applicable forms and letters is contained in Attachment 2, Medical Screening Process. Included in Attachment 2, is a letter to the prospective trainee that spells out the requirement to obtain medical clearance prior to participation in the training program. Included with the letter is a Health History Statement (PTC-7) to be completed by the prospective trainee and a Medical Certification Form (PTC-8) which must be completed by the examining physician. The licensed physician is provided an overview of the physical activities the individual will be engaged in, i.e. physical conditioning, defensive tactics, firearms training, chemical agent exposure, etc. Additionally, the physician is informed of the specifics of the medical examination the individual must undergo.

You can download the forms and letters contained in Attachment 2 from WWW.NJPTC.ORG as needed. Inform the prospective trainee whether or not the appointing authority wishes to retain copies of the Health History Statement (PTC-7) and Medical Certification Form (PTC-8).

Agency Training

The chief police officer or chief executive officer of the law enforcement agency that employs the law enforcement officer shall affirm that the officer has satisfactorily completed Agency Training and that Commission Rule N.J.A.C. 13:1-8.1 has been complied with by signing the back of the Trainee Record Card PTC - 3. (See Attachment 3, Trainee Record Cards)

The Trainee Record Card shall be furnished to each trainee on the first day (orientation session) of the Basic Course for Police Officers. The trainee shall not be readmitted into school after Agency Training unless the Trainee Record Card has been signed and returned to the academy. Agencies may choose to document the specific Agency Training Performance Objectives on the Model form included in Attachment 4.

The Agency Training requirements for regular Police Officers, Sheriffs' Officers and Campus Police Officers are contained in subsequent sections of the Agency Training Responsibilities Manual. Sheriffs' Officers and Campus Police Officers must take the same agency training as regular police officers in addition to specific agency training pertinent to their job title. The specific Agency Training may be found in Sections 3 and 4 of the Agency Training Responsibilities Manual.

As is the case with regular police officers, special law enforcement officers are required to undergo Agency Training. Except where indicated in Section 2, all Agency Training requirements applicable to regular police officers are applicable to Class Two Special Law Enforcement Officers. Class One Special Law Enforcement Officers, however, are only required to complete Instructional Unit 14.0, an Agency Training unit that pertains to their specific functions. Instructional Unit 14.0 is in Section 5 of the Agency Training Responsibilities Manual.

Waiver of Training for an Individual with Prior Police Training

The Police Training Act empowers the commission to exempt from training, or portions thereof, an individual who has successfully completed a police training course, either in this state or another state, that is substantially equivalent to the commission's Basic Course for Police Officers.

- Individual Successfully Completed Basic Course for Police Officers in New Jersey Exemptions, or waivers of training, involve individuals who have previously completed the commission's Basic Course for Police Officers, have terminated their service with a law enforcement agency and (1) are appointed to a law enforcement agency different from the original agency, or (2) are reemployed by the original agency.

The Police Training Commission has determined that an individual who has previously completed the Basic Course for Police Officers and has a break in police service of three years or less is required only to undergo Agency Training as detailed in Section 2, of the Agency Training Responsibilities Manual and to qualify with his or her service weapon according to applicable Attorney General guidelines. The appropriate municipal or county official, however, has the authority to direct such an individual to undergo, at a commission-approved school, all or part of the Basic Course for Police Officers. It is not necessary to request a waiver of training or to notify the commission that Agency Training and firearms qualification have occurred, or that you have directed an individual to undergo part of a Basic Course for Police Officers and that the training has been completed, or that the individual has been completely retrained. However, it is an agency responsibility to maintain a record of the successful completion of agency training and firearms qualification. An individual with a break in service of more than three years must be completely retrained in the commission's Basic Course for Police Officers.

Note: For campus police, the waiver request should be submitted by the appropriate official representing the governing body of the institution of learning on the PTC-15A form. Attach a copy of the officer's commission as a campus police officer.

- Individual Successfully Completed Police Officer Training in Another State. A request to waive training may be submitted for an individual trained outside of the State. The request must be submitted by the appointing authority on the commission form PTC-15 together with a copy of curricula from the Police Training Academy attended by the waiver applicant and a copy of the official certification from the respective state. Additionally, documentation regarding the appropriate appointment as reflected in resolution or proclamation must also be submitted.

Once you have completed the waiver form, have the appropriate documentation regarding the date of appointment, (i.e.) a proclamation or resolution or, if your agency is under the Faulkner Act, a copy of a letter from the Mayor, Town Administrator, etc., indicating the date of appointment and position (i.e.) full-time police officer, please indicate what police academy you plan to enroll the waiver student in and mail to: (See Attachment 1, Police Training Commission form PTC-15--Request for Waiver of Out-of-State Training.) You can download the form from the Police Training Commission website, WWW.NJPTC.ORG, as needed.

- Individual Successfully Completed Basic Course for Class Two Special Law Enforcement Officers. Waivers of training may be requested by employers for individuals who successfully completed a Basic Course for Class Two Special Law Enforcement Officers and were appointed as regular officers within a three-year time period. If the individual was not appointed within three years from the last day of class until the date of appointment, he or she would have to be completely retrained in the Basic Course for Police Officers.

NOTE : No waiver of training is granted for a Class One Special Law Enforcement Officer to any other law enforcement position.

For specific waiver guidance, please refer to Police Training Commission website WWW.NJPTC.ORG.

Requirements Regarding Firearms Training

Prior to an individual undergoing firearms training at a school, it is essential for safety purposes that he or she be equipped with operable weapons, ammunition, and support equipment. The commission's Basic Course Firearms Manual, requires the range master at the school to inspect firearms, ammunition, and support equipment for each individual as follows:

FIREARMS - inspect all firearms and approve their use. If it is determined at any time that a weapon is not serviceable, the trainee's agency is required to replace the firearm with a serviceable weapon.

AMMUNITION - inspect and approve all ammunition to be used by a trainee. Each trainee shall be provided with factory-loaded ammunition by the trainee's agency (if not furnished by the school).

EQUIPMENT - inspect supporting equipment (regulation belt, holster, loading device and/or bullet loops) and ascertain if the equipment is authorized by the trainee's agency.

Please be sure that each individual you send to school has serviceable firearms, ammunition, and appropriate equipment.

Training Fees

N.J.A.C. 13:1-7.2(a)17 authorizes the school administration to charge a reasonable fee for each trainee enrolled at the school. The commission periodically reviews the fee schedule for each commission-approved school and they are posted on the Police Training Commission website at WWW.NJPTC.ORG.

Drug Testing Standards

N.J.A.C. 13:1-7.2(a)19 requires a trainee to submit to unannounced drug testing by providing a urine sample which will be tested to determine the presence of illegal drugs. Confirmation of the presence of illegal drugs in a trainee's urine will result in the individual's immediate dismissal from school. The Drug Testing Standards can be found on the PTC website. WWW.NJPTC.ORG

Trainee Withdrawal/Absence

- o If you withdraw a trainee from the academy during the course, please notify the academy director as soon as possible and specify the reason for the withdrawal in writing. This notification must then be forwarded to the Police Training Commission.
- o If a trainee will be absent from the academy, please see that the academy director is notified as soon as possible.

Conduct of Individuals Undergoing Training

Individuals attending commission-approved courses are expected to behave in a manner that will reflect credit on their agency. Each trainee will be provided with a copy of the academy rules and regulations and will be expected to comply with them. Additionally, the Police Training Commission rules may be found at WWW.NJPTC.ORG.

Dismissal or Suspension from School

A school director is authorized to suspend or dismiss a trainee from the basic course for good cause. Suspension may be imposed for incidents of misconduct or unacceptable behavior. Reasons for dismissal generally involve (a) misconduct, (b) academic, defensive tactics, or firearms failure, (c) excessive absenteeism, (d) a positive confirmation of the presence of illegal drugs as the result of drug screening, and (e) failure to participate in the commission's Physical Conditioning Training Program.

Commission Rule N.J.A.C. 13:1-7.2(a)8 states that the school director may dismiss a trainee in accordance with the safeguards defined below :

- i. The trainee shall be informed immediately of the reason(s) for the action;
- ii. As soon as possible, but in no event later than the second business day thereafter, a written statement of the reason(s) for the action shall be provided to the trainee, the appropriate official in the trainee's law enforcement agency and the Commission;
- iii. The dismissal of a trainee for misconduct may take effect immediately when, in the opinion of the school director, the continued presence of the trainee would be disruptive of or detrimental to the conduct of the class;
- iv. Upon the written request of a trainee, the Commission Chairman may, after consultation with the school director and for good cause, permit a trainee to remain in school pending the appeal of a dismissal except that a trainee dismissed following a positive drug screen may not remain in school;
- v. A trainee who is dismissed from a school for misconduct shall not receive credit for any subjects completed up to the time of dismissal.

Trainee Dismissal - Options Available

If an individual fails to achieve the minimum training requirements of a basic course, the individual will be dismissed from the course. Commission certification shall be denied to any individual who has been dismissed and has not met the certification requirements set forth in Commission Rule N.J.A.C. 13:1-5.1. The Commission shall notify the chief of the law enforcement agency in writing regarding the failure and the denial of commission certification. The chief or designee should immediately notify the appointing authority of this dismissal and denial of certification.

The appointing authority then shall exercise one of the following options:

- o Request that the officer be retrained. This retraining must be accomplished within the statutory time period. (N.J.S.A. 52:17B-69)
- o Appeal the decision of the school director on behalf of the officer to the Commission. This is to be accomplished within 30 days from the date of the dismissal in accordance with Commission Rules regarding appeals.
- o Dismiss the officer from the agency.

Training Credit

A trainee who is dismissed from school because of academic or firearms failure shall be given credit for those functional areas that the trainee successfully completed, provided the trainee is re-enrolled in the same school where the trainee was declared a failure and the appointing authority is agreeable to re-enrolling the trainee in school.

Please note that the Commission grants credit only for entire Functional Areas except for Functional Area 9 where credit for training in firearms, baton, chemical agents or unarmed defense can be granted separately.

The employing agency must submit a written request for training credit to the Commission. This request must be accompanied by written documentation from the school director indicating the Functional Areas and/or Instructional Units within Functional Area 9 that the officer has successfully completed. The request should also include the dates that the officer will be scheduled to attend the same academy to complete additional training required for commission certification. Commission staff will review the request and inform the employing agency of the additional training required.

Alternate Route Basic Course for Police Officers

The Police Training Commission, in accordance with N.J.S.A. 52:17B-69.2, has approved the continuation of a program that permits persons interested in becoming police officers to be trained prior to their being appointed to a police department. Those who successfully complete the Alternate Route Basic Course for Police Officers are eligible for appointment as full-time police officers. An Alternate Route Trainee has three years from the completion of the basic training program to obtain a law enforcement position and to secure commission certification without the necessity for retraining.

For an employing agency to obtain commission certification for a trainee who has successfully completed the Alternate Route Basic Course for Police Officers, the law enforcement agency shall inform the Police Training Commission through the Academy Director that: (1) a fingerprint check and background investigation has been completed from the time the initial investigation was conducted for admission into the Alternate Route program; and (2) Agency Training and firearms qualification have been completed. Additionally, please provide a copy of a resolution or proclamation from the appointing authority indicating the date of appointment as a **permanent full-time member of a police department or force**. An oath of office is not sufficient. If the agency is under the Faulkner Act, provide a letter from the Mayor or Town Administrator indicating the date of appointment as a **permanent full-time member of a police department or force**.

For this purpose a PTC-3 Trainee Record Card can be used, which may be obtained from the academy where the trainee completed the Alternate Route Basic Course for Police Officers. Please refer to the Police Training Commission website for academies that offer the Alternate Route Basic Course for Police Officers.

SPECIAL LAW ENFORCEMENT OFFICERS' ACT
(N.J.S.A. 40A:14-146.8 et seq.)

Definition of a Special Law Enforcement Officer

The Special Law Enforcement Officers' Act defines a special law enforcement officer as

". . . any person appointed pursuant to this act to temporarily or intermittently perform duties similar to those performed regularly by members of a police force of a local unit, or to provide assistance to a police force during unusual or emergency circumstances, or at individual times or during regular seasonal periods in resort municipalities."

Classes of Special Law Enforcement Officers

The Special Law Enforcement Officers' Act provides for two classes of special officers based upon the duties to be performed:

- (1) Class One. Officers of this class are authorized to perform routine traffic detail, spectator control and similar duties. If authorized by ordinance, Class One officers shall have the power to issue summonses for disorderly persons and petty disorderly persons offenses, violations of municipal ordinances and violations of Title 39 of the Revised Statutes. The use of a firearm by an officer of this class shall be strictly prohibited and no Class One officer shall be assigned any duties which may require the carrying or use of a firearm.
- (2) Class Two. Officers of this class shall be authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer. The use of a firearm by an officer of this class may be authorized only after the officer has been fully certified as successfully completing training as prescribed by the commission.

Dual Appointments Prohibited

The Special Law Enforcement Officers' Act also provides that:

No person shall be appointed to serve as a special law enforcement officer in more than one local unit at the same time, nor shall any permanent, regularly appointed full-time police officer of any local unit be appointed as a special law enforcement officer in any local unit. Additionally the act states that: No public official with responsibility for setting law enforcement policy or exercising authority over the budget of the local unit or supervision of the police department of a local unit shall be appointed as a special law enforcement officer.

Mandatory Training Prerequisite to Commencement of Duties

This act, among other provisions, provides that:

No person may commence his duties as a special law enforcement officer unless he has successfully completed a training course approved by the [Police Training] commission and no special law enforcement officer may be issued a firearm unless he has successfully completed the basic firearms course approved by the [Police Training] commission. . . .

Uniform Insignia

The Special Law Enforcement Officers' Act provides that:

The uniform shall also include an insignia issued by the [Police Training] commission which clearly indicates the officer's status as a special law enforcement officer and the type of certification issued. . . .

Upon successful completion of the Basic Course for Class One or Class Two Special Law Enforcement Officers, the special officer shall be issued an appropriate uniform insignia indicating his or her status. Each special officer shall receive 4 insignias for use on various uniforms.

COUNTY SHERIFFS' EMPLOYEES

SHERIFFS' INVESTIGATORS (N.J.S.A. 40A:9-117a)

Mandatory Training Requirement

A sheriff's investigator must attend and successfully complete the commission's Basic Course for Police Officers within 18 months of appointment. This is the only commission-required training for this position.

SHERIFFS' CHIEF WARRANT OFFICER (N.J.S.A. 40A:9-117.5)

Mandatory Training Requirement

The statute provides that the chief warrant officer shall have full police powers as is granted to other sheriffs' officers after the individual has completed training. A sheriff's chief warrant officer must have successfully completed the commission's Basic Course for Police Officers. This is the only commission-required training for this position.

SHERIFF'S OFFICER CHIEF (N.J.S.A. 40A:9-117.15)

Mandatory Training Requirement

A sheriff's officer chief must have successfully completed the commission's Basic Course for Police Officers. This is the only commission-required training for this position.

ATTACHMENT 1

Request for Waiver of Training Out-of State- (PTC-15)

Request for Waiver of Training—Special to Regular/Campus Police (PTC-15A)

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE

**POLICE TRAINING COMMISSION
REQUEST FOR WAIVER OF TRAINING - OUT OF STATE**

(Please Print)

NAME _____	EMPLOYING AGENCY _____
SOCIAL SECURITY # _____	AGENCY ADDRESS _____
DATE OF BIRTH _____	_____
DATE OF APPOINTMENT _____	COUNTY _____
ACADEMY TO BE ENROLLED IN _____	AGENCY PHONE # _____
	AGENCY FAX # _____

POSITION APPOINTED TO (Please check one)

_____ MUNICIPAL POLICE OFFICER	_____ CAMPUS POLICE OFFICER
_____ COUNTY POLICE OFFICER	_____ CLASS 1 SPECIAL LAW ENFORCEMENT OFFICER
_____ SHERIFF'S OFFICER	_____ CLASS 2 SPECIAL LAW ENFORCEMENT OFFICER
_____ SHERIFF'S INVESTIGATOR	_____ OTHER _____
_____ COUNTY CORRECTIONS OFFICER	
_____ STATE CORRECTIONS OFFICER	

PREVIOUS EMPLOYMENT HISTORY

EMPLOYING AGENCY _____	DATES OF EMPLOYMENT _____
AGENCY ADDRESS _____	
OUT-OF-STATE SCHOOL ATTENDED _____	
MONTH AND YEAR OF GRADUATION _____	
SCHOOL ADDRESS _____	

Please include additional employment information on a separate sheet. Attach documentation concerning training received.

REQUEST SUBMITTED BY

Agency Chief (Please Print) _____	(Signature) _____	E-mail Address _____	Date _____
-----------------------------------	-------------------	----------------------	------------

FOR PTC USE	TRAINING REQUIRED		
_____ Agency Training	_____ CJS	_____ Firearms Qual	_____
_____ Law	_____ Shotgun	_____ MV Law	_____
_____ Arrest, S, S, E & Use of Force	_____ Nightfiring	_____ MV Acc. Resp.	_____
_____ Rifle	_____ Other _____		_____
Full Training Required _____	Medical Examination Required _____		
Agency Notified (Date) _____	Reviewer's Signature _____		

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE

POLICE TRAINING COMMISSION
REQUEST FOR WAIVER OF TRAINING - SPECIAL TO REGULAR / CAMPUS POLICE

(Please Print)

NAME _____	EMPLOYING AGENCY _____
SOCIAL SECURITY # _____	AGENCY ADDRESS _____
DATE OF BIRTH _____	
DATE OF APPOINTMENT _____	COUNTY _____
ACADEMY TO BE ENROLLED IN _____	AGENCY PHONE # _____
*POSITION APPOINTED TO _____	AGENCY FAX # _____

*For a person appointed as a campus police officer, please attach a copy of the officer's commission.

PREVIOUS EMPLOYMENT HISTORY

EMPLOYING AGENCY _____	DATES OF EMPLOYMENT _____
AGENCY ADDRESS _____	
POSITION _____	
EMPLOYING AGENCY _____	DATES OF EMPLOYMENT _____
AGENCY ADDRESS _____	
POSITION _____	

Please include additional employment information on a separate sheet. Attach documentation concerning training received.

TRAINING

BASIC COURSE FOR CLASS II SPECIAL LAW ENFORCEMENT OFFICERS TAKEN AT

Date _____

Attach documentation concerning training received.

REQUEST SUBMITTED BY

Agency Chief (Please Print) _____	(Signature) _____	E-mail Address _____	Date _____
-----------------------------------	-------------------	----------------------	------------

FOR PTC USE

TRAINING REQUIRED

FA 1 _____	FA 5 _____	FA 9 _____	FA 13 _____	
FA 2 _____	FA 6 _____	FA 10 _____	Agency Training _____	
FA 3 _____	FA 7 _____	FA 11 _____	Firearms Qualification _____	
FA 4 _____	FA 8 _____	FA 12 _____	Other _____	
Full Training Required _____		Medical Examination Required _____		
Date Agency Notified: _____		Reviewer's Signature: _____		

ATTACHMENT 2

Medical Screening Process

- o Description of Medical Screening Process
- o Letter to Prospective Trainee
- o Health History Statement (PTC-7)
- o Letter to Physician
- o Medical Certification Form (PTC-8)

DESCRIPTION OF MEDICAL SCREENING PROCESS

Any officer attending the following basic courses must undergo a medical examination by a licensed physician to determine if the individual is fit to undergo training:

- o Basic Course for Police Officers
- o Basic Course for Class Two Special Law Enforcement Officers
- o Basic Course for Investigators
- o Basic Course for State Corrections Officers
- o Basic Course for County Corrections Officers
- o Basic Course for Juvenile Detention Officers
- o Basic Course for County Park Rangers
- o Basic Course for Juvenile Residential and Day Program Youth Workers
- o Basic Course for Parole Officers
- o Basic Course for Juvenile Corrections Officers
- o Basic Course for Juvenile Parole Officers

The medical examination shall be administered within 90 days of an officer's admittance to a basic course. The physician shall state, on a form prescribed by the commission, that the individual is fit to undergo training.

The following materials pertain to the medical screening process:

- o LETTER TO THE PROSPECTIVE TRAINEE - This letter informs the prospective trainee that he or she must obtain a medical clearance prior to acceptance into a commission basic course. The employing agency shall provide the prospective trainee with a copy of this letter.
- o HEALTH HISTORY STATEMENT (PTC-7) - The prospective trainee shall complete this form and shall give it to the examining physician. The physician shall return the completed form to the employing agency where it shall be treated confidentially. It must be pointed out that the information on the form was obtained specifically for training purposes and access to the form shall be strictly limited. It is the responsibility of the employing agency to make known to the trainee whether or not the agency wishes to retain copies of the PTC-7 and to provide a copy of this completed form to the school that the trainee will attend.
- o LETTER TO THE PHYSICIAN - This letter is to be given to the examining physician by the prospective trainee. The letter contains information with respect to the commission's Physical Conditioning Training Program, Defensive Tactics training (unarmed defense), Physical Restraint training, Firearms training, Baton training, exposure to chemical agents, and the medical screening process.
- o MEDICAL CERTIFICATION FORM (PTC-8) - This form is to be completed by the examining physician and returned to the employing agency. It is the responsibility of the employing agency to indicate to the trainee whether or not the agency wishes to retain copies of the Medical Certification Form and to provide a completed copy of this form to the school the trainee will attend.



State of New Jersey
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
POLICE TRAINING COMMISSION

DAVID SAMSON
Attorney General

PO Box 085
TRENTON, NJ 08625-0085
TELEPHONE (609) 984-6500

PETER C. HARVEY
*First Asst. Attorney General
Director*

July 1, 2002

Dear Trainee:

As part of the basic course you are planning to attend, you will be required to participate in certain training requiring physical activity. Depending on the basic course you are entering, these activities may include physical conditioning training, defensive tactics (unarmed defense), physical restraint training, baton training, exposure to chemical agents, and firearms training.* The purpose of this letter is to advise you that under N.J.A.C. 13:1-8.1(a)5, you are required to obtain medical clearance from a licensed physician prior to participation in the basic course.

The medical clearance is required to provide reasonable assurance that there is no medical reason why you should not participate in the training program. To obtain medical clearance, it is necessary for you to complete the Health History Statement (PTC-7) and to provide the completed statement to the examining physician. Please complete the Health History Statement prior to your physical examination.

Along with the Health History Statement and this letter to you, your agency chief (or designee) will provide you with the Medical Certification Form (PTC-8) and a letter to the examining physician. Please provide the following to the examining physician:

- Letter to the physician
- Health History Statement (PTC-7 completed)
- Medical Certification Form (PTC-8)
- An envelope which is marked Confidential and is addressed to the chief executive of the employing agency

* These activities are fully described in the Letter to the Physician which your agency chief (or designee) will provide to you for submission to your examining physician. For your information, please review the description of physical activities that are applicable to the basic course you plan to attend.

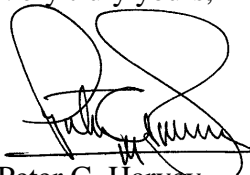


New Jersey Is An Equal Opportunity Employer

The physician will be asked to return the completed Medical Certification Form to your agency. Medical clearance will depend upon the information contained in your Health History Statement and the results of your medical examination.

Thank you for your cooperation in complying with commission requirements regarding medical clearance and best wishes for success in your career.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Peter C. Harvey', written over a horizontal line.

Peter C. Harvey
First Assistant Attorney General
Director, Division of Criminal Justice
Chairman, Police Training Commission

DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
POLICE TRAINING COMMISSION

HEALTH HISTORY STATEMENT

Candidate's Name: _____

Social Security No. _____ Date of Birth _____

Candidate's Address: _____

Candidate's Employing Agency _____

Police Training Commission-Approved School Candidate Will Attend:

Name of Course: _____ Course Dates: _____

To the Candidate: Please complete in ink the following questionnaire concerning your past and present health. Provide details for any positive answers on page 4 of this statement. (You need not explain positive answers for question 16.) If additional pages are necessary, reproduce the last page.

The information on this form will be used strictly to determine training eligibility and the information will be treated confidentially.

1. Name and address of family doctor _____

2. Date last seen and reason _____

3. Do you use Tobacco products? _____ What type? _____ How often? _____
Quantity? _____

4. Do you use alcoholic beverages? _____ If yes, what is your approximate intake of these beverages?

	None	Occasional	Often	Drinks per week?
Beer	_____	_____	_____	_____
Wine	_____	_____	_____	_____
Hard liquor	_____	_____	_____	_____

5.
 - a. Have you taken any drugs or medications prescribed by a physician in the last year? Yes ____ No ____
 - b. Have you taken any over-the-counter or non-prescription medications in the last year? Yes ____ No ____
 - c. Are you now on any medication? Yes ____ No ____
6.
 - a. Have you ever undergone a drug test for any employment or admission into a law enforcement training program? Yes ____ No ____
 - b. Have you ever produced a positive result on any drug test reported in 6a.? Yes ____ No ____
7. Do you have any hearing problem, or deafness? _____
8. Do you wear glasses, contact lenses or have any other eye disorder? _____
9. Do you have any dental problems? _____
10. Have you ever been hospitalized? _____ If so, when? _____
11. Have you ever had any surgery or operations? _____
12. Do you have any physical or mental condition that would prevent you from participating in any form of strenuous, prolonged exercise? _____
13. Do you participate in any regular exercise program or sport? _____
If so, what kind and when did you begin? _____
14. Has your weight changed in the last year? Yes ____ No ____ How much? ____ (+ or - lbs.)
15. Have you ever experienced any heat stress related emergencies, including heat fatigue, heat cramps, heat exhaustion or heat stroke? _____
16. Are you pregnant? ____ Have you ever been pregnant? ____ Have you given birth during the six-week period of time preceding the start of the basic course? _____
17. Have you ever been discharged from the armed services for medical reasons? Yes ____ No ____

Family History

	Age	Health or Cause of Death		Age	Health or Cause of Death
Mother			Father		
Brothers			Sisters		

Heart and Blood Vessels

18. Have you ever had high blood pressure? _____ When? _____
19. Have you ever had any type of heart trouble (murmur, leaky valve, rheumatic fever, heart attack, coronary)? _____
20. Do you have any chest pain, skipped heart beats or palpitations? _____
21. Do you have any kind of circulation problem (cold hands or feet, leg pain while walking, varicose veins, swollen legs or ankles, vein problem, phlebitis)? _____
22. Have you ever had any type of stroke? _____

Lung Problems

23. Have you ever had any lung problem (shortness of breath, chronic cough, wheezing, asthma, emphysema, bronchitis, pneumonia)? _____
24. Are you now or have you ever used inhalers? _____ When/how often? _____

Muscle - Bone - Joint Problems

Have you ever had:

25. Any type of back problem (slipped disc, low back strain, back pain, neck pain)? _____
26. Recurrent dislocations of any joint, recurrent strains or sprains or any type of arthritis? _____
27. Any athletic or other injury, broken bones, requiring medical attention? _____

Nervous or Mental Disorders

28. Have you ever had any nervous or emotional disorders (seizures, fits, epilepsy, blackouts, fainting spells, mental illness, depression, head injury or concussion)? _____

Allergies

29. Do you have any allergy problems (rash, hay fever, sinus trouble, wheezing, reaction to medicines)? _____

Blood Sugar, Blood Tests, Cancer

30. Have you ever been told you had high or low blood sugar, abnormal cholesterol, anemia or other abnormal blood test, leukemia or cancer? _____

[illegible]

Place appropriate question numbers for responses.

Details

[illegible]

I understand that this Health History Statement will provide information for the physician to use in assessing my overall health for participation in a commission-approved basic course.

I hereby authorize a copy of this form to be released to the commission-approved school where I am enrolled.

I hereby certify that all statements are accurate and complete. Falsification of information on the Health History Statement may result in dismissal from the commission-approved school.

Signature in full: _____

Date: _____

Print Name in full: _____



State of New Jersey
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
POLICE TRAINING COMMISSION

DAVID SAMSON
Attorney General

PO Box 085
TRENTON, NJ 08625-0085
TELEPHONE (609) 984-6500

PETER C. HARVEY
First Asst. Attorney General
Director

July 1, 2002

Dear Physician:

Under N.J.A.C. 13:1-8.1(a)5, the individual you are examining is required to obtain medical clearance prior to acceptance into a Police Training Commission basic course involving physical activity. This training may include physical conditioning, defensive tactics (unarmed defense) training, baton training, physical restraint training, exposure to chemical agents and firearms training.

Physical conditioning consists of a series of physical fitness assessments and a program of physical exercise conducted at a school approved by the Police Training Commission. The exercise program will be conducted a minimum of three and a maximum of five times per week, each session lasting sixty minutes. For individuals who are more highly fit, an additional ten minutes of aerobic activity is permitted. The program of physical exercise will focus on flexibility, cardiorespiratory endurance (aerobics), strength, power, speed, and neuromuscular coordination (agility, balance). The intensity of training is individualized to the extent possible in a group setting and is gradually increased throughout the course of the exercise program.

Please note that some of the commission-approved schools have requested and received commission approval to include variations to the mandated physical conditioning training program. These variations include the use of Universal equipment, super-circuit weight training, boxing, obstacle courses and the horizontal ladder. The director of the school where the trainee will be enrolled has been informed to supply directly to you information concerning a school's variation from the commission-mandated physical conditioning program.

Defensive tactics (unarmed defense) training teaches the trainee to use body parts as defensive weapons. The trainee will use the open hand, elbow, forearm, knee, foot, and hand during the defensive moves. Take-down tactics, holds, punching, straight kicks and headblocks are some of the defensive tactics employed during the



New Jersey Is An Equal Opportunity Employer

training. Balance and leverage (extensive use of trunk and abdominal muscles) are part of the defensive stance used by the trainee.

Chemical agent training is held at either an indoor or an outdoor training area. A trainee may be exposed to either a direct facial spray of Oleoresin Capsicum (OC) or a room in which the chemical agent has been released. The trainee experiences the physiological impairments and reactions associated with the agent as well as understanding the aftercare required.

Firearms training is held either in an indoor or an outdoor range and the trainees use handguns and shotguns. A trainee walks briskly or slowly jogs from the 25-yard to the 1-yard line, with intermittent stops at designated yard lines, and fires the handgun. Prone, kneeling and barricaded positions are assumed. Trainees use both the strong and support hands for handgun firing. Shotguns, weighing approximately 11 pounds, are fired from a standing position using the strong shoulder position. In the Basic Course for State Corrections Officers, rifle training is required. Rifles, weighing approximately 12 -13 pounds are fired from behind barricades from a standing and kneeling position. The strong shoulder and strong knee positions are used.

For firearms training, manual dexterity is required and there may be problems if any fingers or limbs are missing or if there are problems with vision.

To assist you in understanding the training program this individual will participate in, we have enclosed the following:

Chart 1 - Physical Conditioning Exercise Program Overview
and Sequence of Exercises for Five-Day Week

Chart 2 - Physical Conditioning Exercise Program Overview
and Sequence of Exercises for Three-Day Week

Chart 3 - Static and Dynamic Flexibility Exercises

Chart 4 - Calisthenics/Strength Exercises

Chart 5 - Defensive Tactics

Physical Fitness Assessment

The commission-approved Physical Conditioning Training Program manual specifies that the following shall be included in the physical examination:

- o Physical examination of the spine and limbs for bone and joint abnormalities and of the neck, chest, abdomen, eyes, ears, nose, and throat
- o Auscultation of heart and lung sounds for identification of possible cardiac murmurs, dysrhythmias, or chronic lung disease
- o Measurement of resting heart rate, blood pressure and respiration
- o Height and weight

The following laboratory work is required:

- o Chemical analysis of blood for levels of serum cholesterol, triglycerides, glucose, and uric acid
- o Urinalysis
- o Electrocardiogram.

If indicated because of medical history or a finding on the examination, a chest x-ray may be required.

A maximal exercise stress test may be required. In keeping with the guidelines of the American College of Sports Medicine, it is desirable for an individual 45 years of age or older to have a maximal exercise stress test before beginning the training program. An exercise stress test prior to acceptance into the school is strongly recommended for prospective trainees whose medical screening and fitness evaluation indicate a higher risk status or the presence of disease. The physician, however, will determine whether or not the stress test is to be administered.

A Health History Statement (PTC-7) including cardiac-related information has been completed by the trainee to assist you in determining whether or not the individual is fit to undergo the commission-approved programs as specified in this letter. The trainee has been directed to provide you with the completed Health History Statement so that it may be reviewed during the medical examination. The responses contained in the Health History Statement are to be used as a starting point in the medical examination. Please feel free to inquire into any other areas which, in your medical

opinion, are necessary so that you may accurately determine whether the prospective trainee is medically fit to undergo the programs described. Please retain a copy of the completed Health History Statement (PTC-7) in your files in accordance with N.J.A.C. 13:35-6.5.

Following the examination it is requested that you complete the enclosed Medical Certification Form (PTC-8). Please indicate whether the individual is:

- Medically fit to participate in Defensive Tactics (unarmed defense), Chemical Agent exposure, Baton training, Physical Restraint training, Firearms Training and in the Police Training Commission's Physical Conditioning Training Program without limitations.
- Medically fit to undergo training with limitations that will enable a temporary injury or illness of short duration to clear and thus enable the individual to participate fully in Defensive Tactics (unarmed defense), Chemical Agent exposure, Baton training, Physical Restraint training, Firearms Training and in the Police Training Commission's Physical Conditioning Training Program.
- Not medically fit to undergo training.

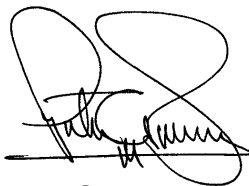
The nature and severity of any risks or disease should be viewed in light of the content of the training programs and the trainee's physical condition.

To ensure confidentiality of the completed Medical Certification Form and the Health History Statement, please return both in the envelope which is marked Confidential and is addressed to the chief executive of the employing agency.

Please retain a copy of the completed Medical Certification Form for your records.

Your cooperation is greatly appreciated.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Peter C. Harvey', with a large, stylized initial 'P' and 'H'.

Peter C. Harvey
First Assistant Attorney General
Director, Division of Criminal Justice
Chairman, Police Training Commission

CHART 1

PHYSICAL CONDITIONING EXERCISE PROGRAM

OVERVIEW AND SEQUENCE OF EXERCISES FOR FIVE-DAY WEEK

Warm-Up.....5 minute walk accelerating to a slow jog.

Flexibility Exercises.....7 minutes of stretching exercises to enhance range of motion of the principal joints associated with musculature. Flexibility exercises are to be selected from the exercises listed in Chart 3. Exercises are to include stretching of the primary muscle groups that are going to be used during the conditioning phase.

Aerobic Activities.....15-20 minutes of exercise from the following list of options: walking/jogging/running, rope jumping, swimming, and bicycling. Trainees at the intermediate level of fitness (Level II) and at the advanced level (Level III) may add no more than an additional 10 minutes of aerobic activities to this component of the exercise session.

Transition Cool-down.....3 minutes of rhythmic movement including stretching.

Calisthenics/Strength Exercises.....20 minutes of strength exercises three times a week and 10 minutes, two times a week. Exercises are to be selected from the exercises listed in Chart 4.

Speed and Agility Exercises.....5 minutes of sprinting and 5 minutes of agility running two times a week. (Trainees, however, may require additional time for the speed and agility components because of the rest periods.

Cool-down.....5 minutes

CHART 2

PHYSICAL CONDITIONING EXERCISE PROGRAM

OVERVIEW AND SEQUENCE OF EXERCISES FOR THREE-DAY WEEK

Warm-up..... 5 minute walk accelerating to a slow jog.

Flexibility Exercises.....7 minutes of stretching exercises to enhance range of motion of the principal joints associated with musculature. Flexibility exercises are to be selected from the exercises listed in Chart 3. Exercises are to include stretching of the primary muscle groups that are going to be used during the conditioning phase.

Aerobic Activities.....15-20 minutes of exercise from the following list of options: walking/jogging/running, rope jumping, swimming and bicycling. Trainees at the intermediate level of fitness (Level II) and at the advanced level (Level III) may add no more than an additional 10 minutes of aerobic activities to this component of the exercise session.

Transition Cool-Down.....3 minutes of rhythmic movement including stretching.

Calisthenics/Strength Exercises.....20 minutes of strength exercises every other day; 10 minutes when time is allotted for Speed/Agility exercises. See below. Exercises are to be selected from the exercises listed in Chart 4.

Speed and Agility Exercises.....5 minutes of sprinting and 5 minutes of agility running every other day. See below. Trainees, however, may require additional time for the speed and agility components because of the rest periods.

Cool-Down.....5 minutes

CHART 3

STATIC AND DYNAMIC FLEXIBILITY EXERCISES

1. Neck Stretch (Dynamic)
2. Shoulder Stretch (Static)
3. Chest Stretch (Static)
4. Standing Cross Body Arm Circles (Dynamic)
5. Upper Body Stretch (Static)
6. Sitting Trunk Twist (Static)
7. Sitting Trunk Twist (Dynamic)
8. Modified Indian Curl (Static)
9. Sitting Toe Touch (Static)
10. Lying Prone--Arm and Leg Lifter (Dynamic)
11. Lying Side--Leg Raises (Dynamic)
12. Lying Supine--Leg Overs (Dynamic)
13. Lying Supine--Low Back Stretches (Dynamic)
14. Prone Support Back Stretch (Static)
15. Standing Lateral Side Stretcher (Dynamic)
16. Kneeling--Leg and Hip Flexor (Dynamic)
17. Supported Forward Stride Stretcher (Dynamic)
18. Groin Stretch (Static)
19. Thigh Stretch (Static)
20. Standing Quad Stretches (Static)
21. Hamstring Stretch (Static)
22. Hamstring/Back of Knees Stretch (Static)
23. Hamstring and Calf Stretch (Static)
24. Standing Achilles and Calf Stretcher (Static)

CHART 4

CALISTHENICS/STRENGTH EXERCISES

Back

1. Trunk Bends
2. Lateral Trunk Bends
3. Back Lifts
4. Sitting Tucks

Abdomen

1. Leg Overs
2. Crunches
3. Sit-ups (bent knees)
Modified Sit-ups
4. Curl-ups
Modified Curl-ups

Arms

1. Shoulder Rotations
2. Rope Curls
3. Push-ups
Modified Push-ups
4. Chin-ups
5. Pull-ups
Flexed-Arm-Hang
6. Dumbbell Flyes

Legs

1. Heel Raises
2. High Step Run
3. Leg Raises (side)
4. Knee Bends
5. Modified Knee Bends
6. Mountain Climbing
7. Squat Thrusts

CHART 5

DEFENSIVE TACTICS

Goal: Trainees use body parts as defensive weapons.

A. Parts of the body to be used:

1. open hand
2. elbow
3. forearm
4. knee
5. foot
6. head

B. Defensive stance:

1. balance
2. leverage - extensive use of trunk and abdominal muscles
3. concentration of power
4. use of opponent's power

C. Defensive tactics employed:

1. breaking and countering choke and strangle holds
2. escaping
3. headblocks
4. body and clothing grabs
5. blocking
6. counter actions and follow-ups
7. punching
8. straight kicks
9. come-along holds
 - a. arm locks
 - b. wrist locks
 - c. fingerlocks
10. take-down tactics
 - a. wrist throw
 - b. stiff arm take-down
 - c. foot sweeps
11. break falls

D. Defensive tactics from the ground

E. Weapon retention

PHYSICAL FITNESS ASSESSMENT

The following tests comprise the Physical Fitness Assessment. The assessment is conducted at least three times during the program--beginning, middle, and end.

Flexibility: The trainee participates in two flexibility tests. The Shoulder Flexion Test requires the trainee to lie in the prone position, grasp a ruler, and raise his or her arms as far as possible. The Sit and Reach Test requires the trainee to sit with legs extended and reach forward as far as possible.

Agility Run: The trainee runs through a course (60 yards) as fast as possible. The course requires agility and the ability to change direction quickly. This test measures agility, speed and balance.

Static and Dynamic Balance: The trainee will maintain balance while standing still and while in motion.

Power: The trainee will perform standing long jumps for the purpose of measuring muscular force. This exercise also tests explosive muscular contraction.

Speed Spring/Dash: The trainee will sprint at top speed for 50 yards. The test measures distance with respect to time and the capacity to move quickly over short distances.

Muscular Strength and Muscular Endurance: The trainee will perform as many of the following as possible:

Pull ups

Bent-knee sit-ups (anchored) (1 minute)

Push-ups (1 minute)

Curl-ups (2 minutes)

Cooper's 1.5 Mile Run/Walk Test: The trainee will run/walk 1.5 miles. The test measures cardiorespiratory endurance.

DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
POLICE TRAINING COMMISSION

MEDICAL CERTIFICATION FORM
(Please Print)

Candidate's Name: _____

Social Security No.: _____

Candidate's Employing Agency: _____

Agency Address: _____

PTC-Approved School

Candidate Will Attend: _____

Name of Course: _____ Course Dates: _____

Physician's Name: _____

Physician's Address: _____

Based upon the medical examination and review of the Health History Statement, the above-named individual is determined to be:

(Check one)

- ☐ Medically fit to participate in Defensive Tactics (unarmed defense), Chemical Agent exposure, Firearms Training, Baton Training, Physical Restraint Training, and in the Police Training Commission's Physical Conditioning Training Program without limitations.
- ☐ Medically fit to participate in Defensive Tactics (unarmed defense), Chemical Agent exposure, Firearms Training, Baton Training, Physical Restraint Training, and in the Police Training Commission's Physical Conditioning Training Program with the following limitation(s) of a short duration because of a temporary injury or illness.

Date individual will be cleared to fully participate in training programs: _____

- ☐ Not medically fit to participate in Defensive Tactics (unarmed defense), Chemical Agent exposure, Firearms Training, Baton Training, Physical Restraint Training, and in the Police Training Commission's Physical Conditioning Training Program.

Physician's Signature and License No.

Date

ATTACHMENT 3

Trainee Record Card (PTC-3) - - Basic Course for Police Officers

Trainee Record Card (PTC-3A) - - Basic Course for Special Law Enforcement Officers

BASIC COURSE FOR POLICE OFFICERS

Soc. Sec. No. :

Name: _____

Last *First* *Middle* *Suffix*

Employing Agency: _____

ORI No. :	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> N J </div>	Job Title:	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div>	<div style="display: flex; justify-content: space-around; font-size: 0.8em;"> Month Day Year </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div>	<div style="display: flex; justify-content: space-around; font-size: 0.8em;"> Month Day Year </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div>
				Date of Birth	Date of Appointment

Have you ever filed an appeal with the
Police Training Commission? Yes ☐ No ☐

Have you previously been dismissed from a basic course for a positive drug screen? Yes ☐ No ☐

Male ☐ Female ☐

Check the group(s) which you are a member of:

☐ BL-Black ☐ WH-White

☐ AI-American Indian

☐ SS-Spanish Surnamed ☐ AA-Asian American

☐ OT-Other: _____

● Grade 7 8 9 10 11 12 HS GED HS+ GED+
 ● Some College (Credits Completed) _____
 ● Associate ● Bachelor's ● Master's ● Doctorate ● Law
 ● Major Code ____ _ ____ _

School/Academy _____

CERTIFICATION: I certify that the trainee has satisfactorily completed the required training: Basic, Waiver, Training Credit, or Variation (circle one)

Date _____

Waiver Training Completion Date _____ PTC Letter Date _____

NON-CERTIFICATION: I certify that the trainee **has not** satisfactorily completed the required training for the following reason: _____

Date _____

New Jersey Police Training Commission

Trainee Record

Back of Card

Basic Course for Police Officers

I certify that this trainee has received an appointment as a police officer and has been granted a leave of absence with pay during the period of the training pursuant to N.J.S.A. 52:17B-69.1. Also, I certify that this agency has complied with the requirements of Commission Rule N.J.A.C. 13:1-8.1 including a background investigation, medical clearance and agency training.

Date _____

Signature

BASIC COURSE FOR SPECIAL LAW ENFORCEMENT OFFICERS

Soc. Sec. No. :

				-				-				
--	--	--	--	---	--	--	--	---	--	--	--	--

 Name: _____

*Last**First**Middle**Suffix*

Employing Agency: _____ County: _____

ORI No. :

N	J								
---	---	--	--	--	--	--	--	--	--

 Job Title:

--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

Month Day YearMonth Day Year

Date of BirthDate of Appointment

<p>Have you ever filed an appeal with the Police Training Commission? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Background Data:</p> <div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p>Completion of this part is required. Data will be used for statistical purposes and for complying with EEOC Guidelines and the New Jersey State Affirmative Action Program.</p></div><div style="width: 50%;"><p>Male <input type="checkbox"/> Female <input type="checkbox"/></p><p>Check the group(s) which you are a member of:</p><p><input type="checkbox"/> BL-Black <input type="checkbox"/> WH-White</p><p><input type="checkbox"/> AI-American Indian</p><p><input type="checkbox"/> SS-Spanish Surnamed <input type="checkbox"/> AA-Asian American</p><p><input type="checkbox"/> OT-Other: _____</p></div></div>	<p>Have you previously been dismissed from a basic course for a positive drug screen? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Education (Circle highest level completed):</p> <p>● Grade 7 8 9 10 11 12 HS GED HS+ GED+</p> <p>● Some College (Credits Completed) _____</p> <p>● Associate ● Bachelor's ● Master's ● Doctorate ● Law</p> <p>● Major Code _____</p> <p>School/Academy _____ Dates of Basic Training _____ to _____</p>
---	---

CERTIFICATION: I certify that the trainee has satisfactorily completed: Class 1-A _____ Class 1-B _____ Class 2 _____ If Class 2 & applicable, circle one: Waiver, Training Credit, Variation.

Date _____ School Director Signature _____

Waiver Training Completion Date _____ PTC Letter Date _____

NON-CERTIFICATION: I certify that the trainee **has not** satisfactorily completed the required training for the following reason: _____

Date _____ School Director Signature _____

New Jersey Police Training Commission
Trainee Record

PTC-3A (Rev. 7/02)

Back of Card

Basic Course for Special Law Enforcement Officers

I certify that this trainee has been lawfully appointed as a special law enforcement officer pursuant to N.J.S.A. 40A:14-146 through 146.18 and an ordinance adopted by the appointing authority providing for the appointment of special law enforcement officers. In addition, I certify that this trainee will be assigned to the category indicated on the front of this card and will be appropriately supervised by me or my designee. Furthermore, I certify that this agency has complied with Commission Rule N.J.A.C. 13:1-8.1 concerning background investigation, medical clearance and agency training.

NOTE: A Class One Special Law Enforcement Officer is exempt from the medical clearance requirement.

Date _____

Agency Chief _____

Signature

ATTACHMENT 4

MODEL AGENCY TRAINING RECORD

- o Basic Course for Police Officers
- o Basic Course for Class Two Special Law Enforcement Officers
- o Sheriff's Officers
- o Campus Police Officers
- o Basic Course for Class One Special Law Enforcement Officers

MODEL AGENCY TRAINING RECORD

BASIC COURSE FOR POLICE OFFICERS

NAME: _____ SOCIAL SECURITY NUMBER: _____

EMPLOYING AGENCY/LOCATION: _____

Performance Objectives	Instructor Name (Print)	Performance Objectives	Instructor Name (Print)	Performance Objectives	Instructor Name (Print)
1.2.1		6.1.6		10.18.1	
1.2.3		6.1.11		10.18.2	
1.5.3		6.1.12		10.18.3	
1.5.6		6.4.8		10.18.4	
1.5.7		7.3.1		10.19.1	
1.5.8		9.1.1(F)		10.21.3 (G)	
1.5.9		9.2.1		10.21.4	
3.2.11		9.5.2		10.21.5(A)	
3.3.4		10.3.10		10.25.1	
3.3.5		10.3.12		10.25.2	
3.4.5		10.6.5		10.25.3	
3.6.8		10.9.3		10.25.4	
3.6.9		10.10.2		11.3.15	
3.6.10		10.11.1		11.3.16	
3.6.11		10.11.2		11.4.5	
3.8.2		10.11.4		12.2.1	
3.9.8		10.11.5		12.4.2	
3.9.9		10.11.6		12.5.2	
3.10.8		10.12.2		12.5.3	
3.10.9		10.13.2(F)		12.5.5	
4.25.5		10.15.5		12.6.2	
4.26.3		10.16.6		12.8.2	
4.26.6		10.17.1		12.8.3	
5.5.26		10.17.3			

Comments: _____

_____. I verify that this record is complete. _____
Signature Rank Date

MODEL AGENCY TRAINING RECORD

BASIC COURSE FOR CLASS TWO SPECIAL LAW ENFORCEMENT OFFICERS

NAME: _____ SOCIAL SECURITY NUMBER: _____

EMPLOYING AGENCY/LOCATION: _____

Performance Objectives	Instructor Name (Print)	Performance Objectives	Instructor Name (Print)	Performance Objectives	Instructor Name (Print)
1.2.1		9.5.2		10.21.5(A)	
1.2.3		10.3.10		10.25.1	
1.5.3		10.3.12		10.25.2	
1.5.6		10.6.5		10.25.3	
1.5.7		10.9.3		10.25.4	
1.5.8		10.10.2		11.3.15	
1.5.9		10.11.1		11.3.16	
3.4.5		10.11.2		11.4.5	
3.6.8		10.11.4		12.2.1	
3.6.9		10.11.5		12.4.2	
3.6.10		10.11.6		12.5.2	
3.6.11		10.12.2		12.5.3	
3.10.9		10.13.2(F)		12.5.5	
4.25.5		10.15.5		12.6.2	
4.26.3		10.16.6		12.8.2	
4.26.6		10.17.1		12.8.3	
5.5.26		10.17.3			
6.1.6		10.18.1			
6.1.11		10.18.2			
6.1.12		10.18.3			
6.4.8		10.18.4			
7.3.1		10.19.1			
9.1.1(F)		10.21.3 (G)			
9.2.1		10.21.4			

Comments: _____

I verify that this record is complete. _____

Signature

Rank

Date

MODEL AGENCY TRAINING RECORD

SHERIFF'S OFFICERS

NAME: _____ SOCIAL SECURITY NUMBER: _____

EMPLOYING AGENCY/LOCATION: _____

Performance Objectives	Instructor Name (Print)
16.1.1	
16.1.2	
16.1.3	
16.2.1	
16.2.2	
16.3.1	
16.3.2	
16.3.3	
16.3.4	
16.3.5	
16.3.6	
16.3.7	
16.3.8	
16.4.1	
16.4.2	
16.4.3	
16.4.4	
16.4.5	
16.4.6	

Comments: _____

I verify that this record is complete. _____
Signature Rank Date

MODEL AGENCY TRAINING RECORD

CAMPUS POLICE OFFICERS

NAME: _____ SOCIAL SECURITY NUMBER: _____

EMPLOYING AGENCY/LOCATION: _____

Performance Objectives	Instructor Name (Print)
15.1.1	
15.1.2	
15.1.3	
15.1.4	
15.1.5	
15.1.6	
15.1.7	

Comments: _____

I verify that this record is complete. _____
Signature Rank Date

MODEL AGENCY TRAINING RECORD

BASIC COURSE FOR CLASS ONE SPECIAL LAW ENFORCEMENT OFFICERS

NAME: _____ SOCIAL SECURITY NUMBER: _____

EMPLOYING AGENCY/LOCATION: _____

Performance Objectives	Instructor Name (Print)
14.1.1	
14.1.2	
14.1.3	
14.1.4	
14.1.5	
14.1.6	
14.1.7	
14.1.8	

Comments: _____

I verify that this record is complete. _____
Signature Rank Date